

9/23/2021

Dear Autumn Quarter Instructors,

It has been an exciting week with the return students and start of classes. Bike racks are full and campus is buzzing again!

We are writing to bring to your attention to a few issues to help guide your classroom activities and course planning.

Course shopping and enrollment

Students will be shopping classes, when it is permitted, until the final study list deadline (Friday October 8th, 2021). In some instances, shopping is leading to overcrowding in the classroom. Given the constraints on classroom space this year, almost all classrooms are already fully booked, particularly in popular time slots. Therefore securing a larger classroom is unlikely. If you are willing to move your course to a less popular time, the Registrar's Office may be able to provide you with a larger classroom.

Please keep in mind that rooms should be operating based on capacity according to building safety regulations. Each student should have a seat. Do not allow students to move chairs and other fixtures between classrooms to increase classroom capacity so that other classes are not disrupted.

If enrollment in your class has reached room capacity, please communicate this to the students so that they can make informed decisions about continuing to shop the course or whether to select other courses, if necessary. Posting information on Canvas is a means to communicate the current status of enrollment and waitlists, as well as providing information for how students can access course materials outside of the classroom during the shopping period if seats are not currently available.

Classroom notifications

The Registrar's Office will send a [classroom notification](#) to all students and instruction teams if an individual enrolled in, or teaching, a class tests positive for COVID-19 (this excludes the small number of online classes). The notification provides instructions for steps that should be taken to monitor self-health. As expected, a small number of students have already tested positive for COVID-19. These students are in isolation and plan to stay enrolled in their courses.

Please note that students and instructors, particularly in large classes, could receive multiple notifications. This does not necessarily mean that infection and spread is occurring in your classroom. Instruction at Stanford, and other institutions, has been operating safely with vaccination and masking. COVID-19 cases are linked to social settings outside of the classroom when masks are not worn. This could include student study groups, so remind your students to wear masks in this situation.

Managing student absences

Instructors should be prepared in case live, in-person participation might not be possible at all times during the quarter, by either students or members of the teaching team. For more information, see the [guidance for how to manage student or instruction team absences](#). CTL is also available for consultation to develop contingency plans.

Instructors are encouraged to remind all students of the course policies and provide guidance for how they can handle any class absences.

It is important to not penalize students who cannot come to class because they are in isolation or quarantine. In particular, **you should not ask students to drop the course before having students evaluate their options**. If there are concerns about a student's performance or ability to complete a course, please reach out to academic advising. They can work with students on a plan to support their success.

Here are links to additional resources:

- The [Teach Anywhere](#) website offers guidance on safety in the classroom; a rule of thumb is to design course materials so they can be shared easily with students if the need arises.
- The [Center for Teaching and Learning](#) is available for [consultations](#).
- The [Teaching Commons](#) website is a central source of information and resources on teaching and pedagogy.
- [Learning Technology & Spaces](#) can help with questions about teaching technologies and classroom spaces. See information about [loans for voice amplification](#)

Thank you for all of your hard work and effort. The Academic Continuity team continues to be available to answer questions and provide guidance during this transition back to in-person focused education.

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